



APR 23 2007

## ACQUISITION OPERATING PROCEDURE (AOP)

**SUBJECT:** AOP No. 3: Acquisition Strategy Review and Approval - Acquisitions valued between \$1 million and \$5 million

**FROM:** Michael McFarland  
Chief, Procurement Operations Division

A handwritten signature in dark ink, appearing to read "Michael McFarland", written over the printed name.

◆ **PURPOSE:** The purpose of this Acquisition Operating Procedure (AOP) is to provide a review process by the Head of the Contracting Activity Designee (HCAD) for planned acquisitions with an estimated value between \$1 million and \$5 million, over the life of the contract.

Planned acquisitions with an estimated value of \$5 million or greater and for major Information Technology investments are reviewed by the Chief Acquisition Officer (CAO). The HCAD must submit the Acquisition Strategy form at least ten (10) working days prior to bi-weekly CAO/SPE Acquisition Strategy Review meeting, and b) The Contracting Officer (CO) must submit the Acquisition Strategy form to the HCAD at least five (5) working days prior to the 10 working days CAO/SPE meeting. The CO must make any revisions requested by the HCAD within the 5 working days. The CAO review process is prescribed in Agriculture Acquisition Regulation (AGAR) Advisory Number (No.) 83.

◆ **UPDATES:** This AOP removes the approval prior to posting the synopsis in the Federal Business Opportunities," adds review timelines working days and replaces AOP No. 3, dated March 6, 2007.

◆ **AUTHORITIES:** The regulation covering this matter is found in AGAR Advisory No. 83.

◆ **REVIEW PROCESS:**

This review applies to the types of contract actions in AGAR Advisory No. 83, paragraph II(A)(1)(i) for planned acquisitions with an estimated value between \$1 million and \$5 million, over the life of the contract.

The CO must submit the Acquisition Strategy form (Attached) to the HCAD at least 5 working days prior to issuance of the solicitation. Revisions requested by the HCAD must be completed within the 5 working days. A Request for Information does not apply to this review process.

1. The Contracting Officer (CO) will: a) add the Acquisition Strategy Review and Approval tickler in the acquisition milestone schedule and b) complete and submit the Acquisition Strategy form to the appropriate Contracting Team Lead for review.
2. The Contracting Team Lead will review the Acquisition Strategy form for completeness and accuracy, and then submit the form to the Procurement Analyst in POD.
3. The Procurement Analyst will review the Acquisition Strategy form for completeness and log the review. If no changes are needed, the Procurement Analyst will submit the form to the HCAD for review.
4. If the HCAD approves the form, the Procurement Analyst will provide a copy to the CO. If the HCAD disapproves the form, revisions/comments detailing the disapproval will be provided to the appropriate Contracting Team Lead and must be completed within the 5 working days. At the HCAD discretion, a meeting may be scheduled with the CO and/or Contracting Team Lead to discuss the information submitted.
5. The CO will: a) file a copy of the approved Acquisition Strategy form in the contract file and b) attach the form to the Integrated Acquisition System electronic version of the contract document by selecting the "Supporting Doc" feature.

**6. APPROVAL RESPONSE TIME:**

If the HCAD does not respond within 5 working days after receipt of the Acquisition Strategy form, the CO may proceed with the procurement process pending the HCAD review of the form.

**◆ CHANGES TO AN APPROVED ACQUISITION STRATEGY FORM:**

- a). If significant changes should be made to the approved Acquisition Strategy form, a revised form must be resubmitted within three (3) working days after the change(s) has been identified through the review process.
- b). The types of significant changes are listed in AGAR Advisory No. 83, in paragraph II(C).
- c). The changes should be highlighted in "**bold**" text to be easily identified.

## ACQUISITION STRATEGY

*Complete this form for planned acquisitions valued between \$1 million and \$5 million, over the life of the contract. The approval by the Head of the Contracting Activity Designee must be received prior to posting the synopsis in the Federal Business Opportunities or issuance of the solicitation.*

1. Acquisition Strategy Identifier: \_\_\_\_\_  
(Agency Identifier-FY-Agency, e.g., REE-06-0001, as determined by the Agency)
  
2. Contracting Agency Information:  
  
 Program Office Name: \_\_\_\_\_  
 \_\_\_\_\_  
  
 Contracting Team: \_\_\_\_\_  
 (e.g., POD, Supply & Service Contracting Team)
  
3. Provide a description of planned acquisition, including Statement of Work (SOW) (attach), major deliverables/services, name of Agency Program/Project supported by the Acquisition.
  
4. List the Estimated Dollar Amount (inclusive of all options).
  
5. Provide the Period of Performance/Delivery Schedule.
  
6. What funding method is planned? (proposed funding, include type and year or funds/no year)
  
7. What is the Contracting Method?
  - a. Solicitation type (e.g., sealed bid (IFB), negotiated request for proposals (RFP) under a multiple award contract or Federal Supply Schedule, interagency agreements).
  
  - b. Small Business Program Considerations (e.g., 8(a) competitive, 8(a) non-competitive, Small Business Set-Aside, HUBZone set-aside, Service Disabled Veteran Owned Small Business, Women-Owned Small Business).

Provide a rationale and address market survey(s) conducted, if the planned acquisition will be unrestricted.

- c. Extent of competition (e.g., full and open competition, competition after exclusion of sources, other than full and open competition pursuant to FAR 6.3, competition under Federal Supply Schedule, sole source set-aside, brand name specified under FSS, GWAC, multiple award or other indefinite delivery type contracts.

For brand name specific order, attach a copy of the justification as required by FAR 11.105 (See AGAR Advisory No. 75).

For other than full and open competition pursuant to FAR 6.3, attach a copy of the approved justification for other than full and open competition.

- d. For service contracts or task orders, if the contract or Statement of Work will not be performance based provide a rationale.
  - e. Source selection procedures.
  - f. Contract type including pricing structure (see FAR 16).
  - g. Option periods, quantities or items.
  - h. For indefinite delivery type contracts, identify the authorized users.
8. For major Information Technology investment, attach a copy of OMB Circular A-11, Exhibit 300, Part I, Section A, Overview (All Capital Assets), Section B, Summary of Spending (All Capital Assets) and Section C, Acquisition/Contract Strategy (All Capital Assets).
9. If the acquisition is a follow-on procurement, what is the current contract/order number(s), contractor(s) name and address and expiration date(s)?

10. Does the scope include Biobased or BioPreferred products? What other issues of note should be provided?

**SUBMITTED FOR REVIEW AND APPROVAL:**

\_\_\_\_\_  
Program Manager/Project Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contracting Team Lead Signature

\_\_\_\_\_  
Date

**DECISION OF HEAD OF CONTRACTING OFFICER DESIGNEE:**

☐ Approved    ☐ Disapproved:

\_\_\_\_\_  
Michael McFarland  
Head of the Contracting Activity Designee

\_\_\_\_\_  
Date